SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 08/17/16 CLOSING DATE: 08/24/16 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN SPEC II SCDC POSITION #: 011109

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 01 WORK TIME: 0800 AM - 0400 PM

LOCATION: TURBEVILLE CORRECTIONAL INSTITUTION, TURBEVILLE (CLARENDON) LEVEL 2

STATE JOB TITLE: ADMIN SPECIALIST II STATE JOB CLASS: AA50

PAY BAND/LEVEL: 03 C

BAND: 03 SALARY RANGE \$ 022182 - \$ 041046 SPECIAL INCENTIVE: NO HIRING SALARY RANGE: \$ 023992 - \$ 026370 SCEIS POSITION #: 61022254

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). THREE (3) YEARS OF CLERICAL EXPERIENCE; OR A DEGREE MAY BE SUBSTITUTED FOR THE WORK EXPERIENCE. MAY BE REQUIRED TO HAVE EXPERIENCE IN THE USE OF CRT AND/OR PERSONAL COMPUTER.

DESCRIPTION OF DUTIES:

MAINTAIN RECORDKEEPING OF ALL PREA FILES, ATTEND MEETINGS, UPDATE
THE PREA MAP AND PREPARE THE END-OF-MONTH REPORT. SERVE ON AND
PROVIDE ADMINISTRATIVE SUPPORT FOR THE CHARACTER DORM COMMITTEE.

SCHEDULE AND PREPARE AGENDAS AND MINUTES FOR BI-WEEKLY CHARACTER
DORM COMMITTEE MEETINGS AND MONTHLY PROGRAM AREA MEETINGS. SERVES ON
ROTATING BASIS AS COUNSEL SUBSTITUTE AND UNIT INSPECTOR. PREPARE LAW
LIBRARY OUTCOUNTS. SERVES AS THE STAFF SPONSOR FOR THE INMATE
RESPRESENTATIVE COMMITTEE. PERFORMS OTHER ADMINISTRATIVE DUTIES AS
REQUIRED FOR THE ASSOCIATE WARDEN OF PROGRAMS. SUPPORT WARDEN'S AREA
AS REQUIRED. THIS POSITION IS UNDER THE DIRECT SUPERVISION OF THE
ASSOCIATE WARDEN FOR PROGRAMS.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING MUST ATTEND SCDC BASIC TRAINING